



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

DEPUTY SEALER, COMMODITIES REGULATION

Class No. 005379

■ CLASSIFICATION PURPOSE

To organize, supervise, and provide direction to the commodities inspection and enforcement program; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Deputy Sealer, Commodities Regulation is a one-position class allocated to the Department of Agriculture/Weights and Measures. Under general direction, incumbents are responsible for enforcing State regulations regarding a variety of commodities, quality and quantity control, and measuring devices. This class differs from Deputy Agricultural Commissioner and Sealer by the exclusive assignment to the commodities inspection and enforcement program and possession of a certificate in commodities inspection.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

Deputy Sealer, Commodities Regulation

Essential Functions:

1. Trains and supervises staff.
2. Plans work schedules and assignments, conducts performance appraisals, and initiates disciplinary action when appropriate.
3. Monitors work practices to ensure effectiveness and conformity with legal requirements, job standards, and safety measures.
4. Travels throughout the county and makes site inspections of work areas.
5. Prepares reports and correspondence for the commodities inspection and enforcement program.
6. Compiles information to determine program costs and delivery of service.
7. Orders and distributes program supplies and equipment.
8. Operates program within departmental budget allocation levels.
9. Performs public relations/liaison duties for the program.
10. Handles complaints, investigates allegations, and determines and takes appropriate action.
11. Provides responsive, high quality service to County employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information, in a courteous, efficient, and timely manner.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- California laws, regulations, policies, and agreements pertaining to the regulation of commodities and general responsibility of the department.
- California Agricultural commissioners and Sealers Associations policies, agreements, and memorandums of understanding with the California Department of Food and Agriculture.

- San Diego Department of Agriculture/Weights and Measures policies, procedures and methods utilized to inspect commodities and enforce applicable laws and regulations.
- Inspection procedures and techniques.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Supervise, coordinate, train, schedule, and evaluate the work of subordinates.
- Interpret and apply laws, regulations, ordinances, agreements, contracts and policies within the scope of authority.
- Apply and/or enforce departmental agricultural policies and procedures.
- Identify and analyze key issues, problems and situations, propose timely solutions and take timely action.
- Develop and maintain cooperative working relations with those contacted in the course of work.
- Work with a minimum of supervision.
- Communicate effectively both orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Examples of qualifying education/experience are: a bachelor's degree from an accredited college or university in agriculture, biology, chemistry, engineering, or a closely related field, AND

1. Two (2) years of experience as a Deputy Commissioner/Sealer or equivalent with the County of San Diego's Department of Agriculture/Weights & Measures, OR
2. Five (5) years of experience at the level of a Senior Agricultural/Standards Inspector as used by the County of San Diego.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers, and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, grasping, reaching above and below shoulder level, and lifting and carrying objects weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Incumbents must possess a current California Department of Food and Agriculture license in one of the following categories:

- Deputy County Agricultural Commissioner
- Deputy County Sealer of Weights and Measures

Working Conditions

Office environment; exposure to computer screens and other basic office equipment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: December 9, 1994**  
**Reviewed: Spring 2003**  
**Revised: June 9, 2004**

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Deputy Sealer, Commodities Regulation (Class No. 005379)

Union Code: MM

Variable Entry: Y